



(Note: bold items within paragraphs are motions made and voted on as well as action items agreed upon.)

Board Member Attendees:

Gayla Benefield
JoElyn Brus
Mike Noble
Eileen Carney

Lee Clarke
Jan Meadows
Les Skramstad
Abe Troyer

Contractor Attendees:

Cheryl Fox

1) Call to Order approximately (7:05 pm)

Mayor Tony Berget spoke about his appreciation of the Consultant Panel Sub-Committee working with the City of Libby on the clean up. The discussions specifically include Abe Troyer and technical assistance for homeowners who come across asbestos during remodeling. Tony mentions that EPA is very helpful, but it was very fortunate to have Abe as a technical consultant to ensure methods of asbestos exposure during remodeling were followed. To get advise of where to find the needed materials to ensure minimal exposure during a small remodel project was very helpful.

- a. Gayla Benefield stated that this could be the beginning of what the O&M process will be.
- b. Shawn Oliveria (CDM) stated that to a larger extent to have this work in the future is to have both City of Libby and Lincoln County involvement in the process.
- c. Tony mentioned that this process is very important. In light of the asbestos not being taken out of the walls, the chances of homeowners coming being exposed to asbestos is much higher and this process is needed to deal with these occurrences.
- d. Gayla recommended that this process be brought up at the monthly CAG meetings as well.

2) Introductions

3) Review and Approval of Previous Meeting Minutes

- a. Minutes were reviewed for the January 11th, 2004 meeting.
- b. **Lee Clarke made the motion to accept minutes as written, JoElyn Brus second the motion. Motion unanimously passed.**

4) Old Business

- a. LATAG Board Training has been tentatively rescheduled for Tuesday, February 15th at 6:00 until 9:30 (**ACTION ITEM**).
- b. Liability Insurance – this was discussed at an Executive Board meeting last month and resolved.
- c. Asbestos Health Fair to be held on March 5th, 2005. Gayla will assist in the publishing of a brochure, which will include our mission statement our vision and board member list.
 - i. This brochure will be available at the EPA booth at the health fair (technical information will not be distributed).
 - ii. Jan Meadows mention the importance of having LATAG presence at the fair.
 - iii. Gayla mentioned that the Executive Board would approve the brochure (**ACTION ITEM**).

5) Report - Technical Advisor – Gordon Sullivan – unavailable

- a. January time log was submitted to Mike Noble (Treasurer) for approval.

6) Denver Risk Meeting was discussed and main points from the meeting were read; they include:

- a. CERLA = superfund = a law.
- b. Risk Assessments
- c. Analytical Methods
- d. Risk Management
- e. Overall cleanup

7) Report – Grant Administrator – Cheryl Fox

- a. In-Kind match for additional board members is needed still for the fourth quarter of 2004.
- b. Fourth Quarter Report [still] needs to be received from the Technical Advisor. Gayla will work with the Technical Advisor for this report.
- c. Sub-Committees Quarterly reports – will be brief due to minimal activity.
- d. January Monthly reimbursement – Technical Advisor time log received, reimbursement completion pending.
- e. After completion of the 1099 forms for tax year 2004, it was determined that all contractors will submit their monthly reports (or time logs) with COPIES of any receipts. The original receipt needs to be retained by the contractor for their income tax purposes.
- f. Reports Deadlines – Monthly reports are due on the Monday before every regularly scheduled monthly LATAG meeting. Quarterly reports are due on the last day of the month after the final month included in quarterly report (for example Q4 2004 Report was due on January 31st. This provides the administrator one month to compile in-kind hours, the technical advisor report, administrator report and all the sub-committee reports into one quarterly report. This quarterly report needs to be reviewed by the Executive Board for review, approval and distribution.
 - i. Gayla will be the “heavy hand” in getting these reports to the administrator when they are over due.

8) Report – EPA (work in progress)

- a. There will be a meeting in Troy, which will include a community involvement plan and March activity of EPA in Troy. Their community involvement will be invited to Libby TAG and CAG monthly meetings.
- b. A question remains if Troy wants their own CAG or if they will participate in the Libby CAG meetings.

9) Sub-Committee Reports

- a. Nominating Sub-Committee – LeRoy Thom (chairperson) – a cover letter needs to be completed by LeRoy to be included in the packet of information. (ACTION ITEM pending).
- b. Health and Safety Sub-Committee – Abe Troyer (chairperson) no report available.
- c. Communications Sub-Committee – Jan Meadows (chairperson) – Jan voiced her concerns regarding the frustration of getting any goals accomplished. Comments included six months of frustration and the impossibility to proceed. Specific help from the LATAG Board was asked to help proceed regarding the controls and decision making of those goals and initiatives.
 - i. Jan Meadows received a six-page communication from Gordon Sullivan. A copy of his communications will be distributed to all LATAG board members (ACTION ITEM).
 - ii. It was recommended that this needs to be discussed at a Board meeting (not just an Executive Board meeting) and it needs to be a closed Board meeting. A decision was made to discuss these issues right after the regular scheduled LATAG meeting. Due to this being an issue regarding personnel this is required to be a closed session.
- d. Technical Sub-Committee – inactive committee.
- e. Consultant Panel Sub-Committee – Working together on equipment that needed to be check out, Lee and Shawn have devised and working on a “check-off” list for equipment on the superfund site. This check-off list will be available and discussed at the next regular schedule LATAG meeting on March 8th (ACTION ITEM). Lee was very impressed with the graph that Shawn has devised and he would like Shawn present a copy of this for comment at the next LATAG meeting. This check-off list will include needed signatures by the contractors for all equipment used at superfund sites. This will prevent future “short-cuts”.
- f. Community Resource Specialist Sub-Committee – Gordon Sullivan – no report available.

10) Special Presentation (not applicable).

11) New Business

- a. An email was received from Jim Christianson regarding the ROD (record of decision). Jim suggested that the TAG make a list of the items that the TAG is concerned about in reference to the cleanup and issues presented at the Denver meeting. The EPA will respond to these issues. The Board discussed items or “situations” which need resolution include (but not limited) to the following: a) Removal of carpets (or what is left of the carpets), b) Crawlspace, and c) Asbestos remaining in the walls. Chairperson, Gayla Benefield stated that the Board of LATAG needs to focus on resolving these issues, as this is our opportunity to assist with the ROD.
 - i. Extra meetings may be necessary to continue this process to get it completed in a timely fashion for the EPA. Gayla requests that every Board member submit their ideas to her for compilation.

These are not highly technical issues. Advice from the Technical Advisor is not required, but input from all Board members and Technical Director is requested.

- ii. A date needs to be set for LATAG response within two months to EPA (**ACTION ITEM(s)**).
- iii. March 8th is the Executive Board's deadline (**ACTION ITEM**) to have these issues documented.
- iv. It may be a possibility to address this project during the Board Training.

12) Review and agreement on Action items generated from this meeting (attached).

- a. Action items due February 15, 2005 (**ACTION ITEM**).

13) Open Discussion

- a. Open discussion followed regarding the recent publication of Libby, the asbestos exposure and the recent W.R. Grace indictments.

14) Next Meeting Scheduled – March 8th, 2004.

15) **Jan Meadows Brus made a motion to adjourn the meeting, JoElyn Brus second the motion. Motion unanimously passed. Meeting adjourned at approximately 8:30pm**